

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: <i>Control and Distribution of Tier I and II Procedures</i>	Number: 00-0000-052-03	Revision Number: <i>1</i>	Effective Date: <i>6 March 98</i>
	Prepared by: <i>K. Colville, L. Gervasi, S. Gutkind</i>	Approved by: Sondra D. Gutkind	Page: 1 of 4

5.0 Purpose

To provide ***guidelines for control and distribution of*** Tier I and II procedures.

5.1 Scope

This procedure applies to the Division ISO Program Manager (DISOPM), Division Document Control Coordinator (DDCC) and all personnel on the Controlled Distribution List for Tier I and Tier II procedures.

5.2 Responsibilities

5.2.1 The Division Document Control Coordinator (DDCC) is ***responsible for providing, protecting and distributing Tier I and II Procedures.***

5.2.2 Personnel on the Controlled Distribution List for Tier I and Tier II procedures are responsible for signing and returning Controlled Distribution receipts to the DDCC and maintaining their Tier I and Tier II procedures.

5.3 Definitions

5.3.1 Division ISO Program Manager (DISOPM): The individual who establishes, implements and maintains the Division Management System in accordance with the ISO 9000 ANSI/ASQC 9000-1-1994 standards and who generates and issues Tier I and II procedures.

5.3.2 Division Document Control Coordinator (DDCC): The individual, who is appointed by the DISOPM, who distributes and maintains Tier I and Tier II Procedures.

5.3.3 DQM: Division Quality Manual

5.3.4 DQP: Division Quality Procedures

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5.3.5 Master List: A list of all controlled documents for that level of documentation that includes revision level and effective date.

5.3.6 Controlled Distribution List: A list that contains the names of personnel that receives a defined level of documentation.

5.3.7 Designated Approval Authority: That person who is responsible for the procedure and/or work instruction and is responsible for ensuring that it is reviewed on a periodic basis for accuracy and revises it as necessary.

5.4 Procedures

5.4.1 The Commander is the designated approval authority for the DQM.

5.4.2 The DISOPM is the designated approval authority for the DQPs.

5.4.3 The DISOPM gives a new or revised procedure that has been reviewed and approved to the DDCC for distribution.

5.4.4 The DDCC prepares Tier I and Tier II procedures for incorporation into the designated Website in accordance with procedure [DQP 00-0000-052-04](#), Electronic Transmittal of Documentation.

5.4.5 The DDCC updates the Master List of Tier I and II procedures and the Procedures Number Log each time a new procedure is issued. This update includes the revision level and effective date.

5.4.6 The DDCC removes the out-of-date Quality Manual and Quality Procedures, marks them "OBSOLETE" and places them in the historical file, as applicable.

5.4.6.1 These obsolete files are segregated from the current DQM and DQPs and prevented from unintended use.

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5.4.7 The DISOPM or designee issues the procedures by a memorandum prepared by the DDCC or designee which will include paper copies of the signed procedure, a Controlled Distribution List, a Procedures Number Log and a Return Receipt to all personnel on the Controlled Distribution List for updating their current procedures.

5.4.8 Control of Receipts of Controlled Documentation

5.4.8.1 If receipt is not returned within 15 days after distribution date, ***the DDCC*** contacts the person on controlled distribution list for Tier I and Tier II.

5.4.8.2 If the person on Controlled Distribution List for Tier I and Tier II did not receive the revised procedures, ***the DDCC*** sends another copy with receipt.

5.4.8.3 If the person on Controlled Distribution List for Tier I and Tier II did receive the revised procedures, ***the DDCC*** requests that they return the receipt.

5.4.8.4 Once the signed receipt is returned, the DDCC files in the Receipt Log for Historical Memorandums along with a copy of the Controlled Distribution List.

5.4.9 Personnel on the Controlled Distribution List will perform the following after receiving the revised procedures and receipt:

5.4.9.1 Sign the receipt and return it to the DDCC within 15 days.

5.4.9.2 Remove any obsolete procedures and replace with the current procedures received.

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5.5 References

5.5.1 DQP Electronic Transmittal of Documentation, 00-0000-052-04

5.6 Records

5.6.1 Controlled Distribution List

5.6.2 Controlled Distribution Receipts

5.7 Attachments

None